

How to Create a Disposition Form

Under the forms column, click on the forms button by the name of the person hired:



This will bring up a list of all the person's forms. At the top right of the page is a drop-down list of forms—select Disposition, then click on “Add form”

Last action date	Form ID	Form name	Last edited by	Date added	Added by	Form approval	View form	Edit form	eLink form	Delete form
14-Sep-2010	5094183	Disposition-765988-CORRECTIONAL TRADERS LEADS		14-Sep-2010						
15-Jun-2010	4506547	Education History Form	Submission, System	15-Jun-2010	Submission, System					
15-Jun-2010	4506546	Applicant Survey	Submission, System	15-Jun-2010	Submission, System					
15-Jun-2010	4506545	Talent-Gateway-Nonpromotional Gateway	Submission, System	15-Jun-2010	Submission, System					
15-Jun-2010	4506544	Job response - Nonpromotional Gateway/765988	Submission, System	15-Jun-2010	Submission, System					

This will bring up the disposition form for you to fill out. Fill out all the fields, then **click save**!

Disposition - 220BR : INCOME MAINTENANCE SUPERVISOR for

* Final Applicant Status: Hired nonpromotional

* Final Disposition Date: 10 Nov 2010

The Date the offer is accepted must be within the processing dates of the Req: - After the Req Hire List Issue Date & Before the Req Hiring List Expires.

Hire List Issue Date from Req is: 30 Aug 2010

Hire List Expiration from Req is: 30 Nov 2010

Fill in Date Offer Accepted, Hire Date, Hire Position and SERIP flag only for Hires.

Date Offer Accepted: 17 Nov 2010

Hire Date: 24 Nov 2010

Hire Position Number (18 digit): 246A60123103161p07

SERIP Hire? ☐ No ☒ Yes

Default Fields:

Req Number for Disposition Form: 220BR

* = required field

Save Clear Close

Final Applicant Status options:

- For new hires and demotions (within your agency) select “Hired nonpromotional”
- For promotions or transfers within your agency, select “Hired intra department promotion/transfer”
- For a promotion or transfer from another agency, select “Hired inter department promotion/transfer”
- For provisional hires, select “Hired provisional”
- For someone hired off recall or outplacement, select “Hired Recall” or “Hired Outplacement”, whichever is applicable

Final Disposition Date: the day you fill out the disposition form

Hire List Issue Date from Req is: [this is filled in by the computer]

Hire List Expiration Date from Req is: [this is filled in by the computer]

Date Offer Accepted: the date the employee accepted the offer

Hire Date: the date the employee started/will start working

Hire Position Number (18 digit): the 18 digit payroll number of the position

SERIP Hire?: Select “Yes” or “No” whether this position was formerly occupied by a SERIP retiree or has been reclassified